

21 October 1953

Mr. C. J. Saltmarshe
Monitoring Service, BBC
Caversham Park
Reading, Berks

Dear Kit:

In accordance with your request of 11 October 1953 from Reseda I am enclosing personnel breakdowns of our Editorial and Radio Propaganda Branches and the field bureaus. These figures represent existing ceilings although minor variations will occur in the numbers actually on duty. For the sake of simplicity and uniformity the jobs are described in general terms and may vary from those found in vogue at the various field bureaus. You will note that in Saigon, Vienna and Frankfurt the terms monitor-translator and editor-translator are used. In general the former work both on press and radio while the latter work only on press.

25X1

Your request that commercial agency transmissions from Latin America and [] messages from Vietnam be eliminated from the file to the BBC has been passed to our editors concerned. I have asked them also to be mindful of the fact that because certain items have been reported in the press in the States it should not be assumed that they are readily available in England.

I am enclosing a copy of our regulation on statistical reporting. This was revised subsequent to the issue of 31 January 1952 which you mentioned.

We enjoyed your visit in Washington immensely and wished that you could have stayed longer.

Sincerely,

[]

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2 Enclosures:
Personnel Breakdown
Regulation on Statistical Reporting

RGS/jb

Add - 0 & 1

EDITORIAL BRANCH

<u>Organizational Segment</u>	<u>Position</u>		
Office of the Chief	Chief Editor	1	
	Asst. Chief Editor	1	
	Clerks	3	(5)
Publications Section Production Unit	Publications Editors	2	
	Typing Unit Supervisor	1	
	Typists	18	(21)
Wire Service Section Teletype Unit	Editors	11	
	Teleg Typwr Opr Sup	1	
	Teleg Typwr Oprs	14	(26)
West Europe & Near East Section West Europe Unit Near & Middle East Unit	Chief	1	
	Editors	4	
	Editors	3	(8)
USSR & E. Europe Section East Europe Unit USSR Unit Abstracts Unit	Chief	1	
	Editors	5	
	Editors	6	
	Editors	2	(14)
Far East Section Japan Korea Unit China Unit S. E. Asia Unit Abstracts Unit	Chief	1	
	Editors	2	
	Editors	3	
	Editors	2	
	Editor	1	(9)
Latin America Section	Chief	1	(1)

(84)

RADIO PROPAGANDA BRANCH

**Organisational
Segment**

Position

Office of the Chief

Chief

1

Assistant Chief

1

Publications Unit

Publications Editor

1

Typists

3

(6)

Far East Section

Analysts

4

(4)

Soviet Section

Analysts

5

(5)

Research Section

Analysts

7

(7)

(22)

FIELD UNITED STATES

West Coast Bureau

Chief, West Coast Bureau	1
Chief Editor	1
Chief Engineer	1
Editors	9
Engineers	7
Voice Monitors	24
Cruising Monitors	1
Code Monitors	19
Teletypists	9
Librarian	1
Administrative Assistant	1
Clerks	2
Guards	3
Custodian	1
Chauffeurs	2

(82*)

East Coast Bureau

Chief, East Coast Bureau	1
Chief Editor	1
Chief Engineer	1
Editors	7
Engineers	7
Voice Monitors	22
Cruising Monitors	1
Code Monitors	10
Teletypists	6
Librarian	1
Administrative Assistant	1
Custodians	2
Chauffeurs	1

(61)

* Includes eight temporary positions of
4 Engineers, 3 Guards and 1 Clerk for
construction of Santa Rosa Station.

FIELD OVERSEAS

Tokyo Bureau

American Staff

Chief, Tokyo Bureau	1	
Editors	3	
Multi-Monitor	1	
Administrative Assistant	1	
Teletype Supervisor	1	(7)

Foreign National & Native Staff

Voice Monitors	11	
Code Monitors	3	
Teletypists	3	
Chauffeurs	2	(19)

(26)

London Bureau

American Staff

Chief, London Bureau	1	
Chief Editor	1	
Editors	10	
Analysts	3	
Administrative Assistant	1	(16)

Foreign National & Native Staff

Chief, Communications Section	1	
Clerks	2	
Teletype Supervisors	3	
Teletypists	17	
Communications Technician	1	
Chauffeurs	2	
Mail & Supply Clerk	1	
Clerk-Messenger	1	(28)

(44)

FIELD OVERSEAS

Tokyo Bureau

American Staff

Chief, Tokyo Bureau	1
Editors	3
Multi-Monitor	1
Administrative Assistant	1
Teletype Supervisor	1
	(7)

Foreign National & Native Staff

Voice Monitors	11
Code Monitors	3
Teletypists	3
Chauffeurs	2
	(19)

(26)

London Bureau

American Staff

Chief, London Bureau	1
Chief Editor	1
Editors	10
Analysts	3
Administrative Assistant	1
	(16)

Foreign National & Native Staff

Chief, Communications Section	1
Clerks	2
Teletype Supervisors	3
Teletypists	17
Communications Technician	1
Chauffeurs	2
Mail & Supply Clerk	1
Clerk-Messenger	1
	(28)

(44)

Mediterranean Bureau

American Staff

Chief, Mediterranean Bureau	1	
Chief Editor	1	
Chief Engineer	1	
Editors	7	
Engineers	7	
Chief Monitor	1	
Cruising Monitor	1	
Administrative Assistant	1	(20)

Foreign National & Native Staff

Voice Monitors	40	
Code Monitors	3	
Cruising Monitor	1	
Teletypists	9	
Librarian	1	
Clerks	2	
Motor Mechanics	2	
Chauffeurs	4	
Guards	4	
Custodians	4	(70)

(90)

German Bureau

American Staff

Chief, German Bureau	1	
Editors	2	
Analyst	1	(4)

Foreign National & Native Staff

Monitor-Translators	9	
Editor-Translators	7	
Typists	3	
Teletypists	2	
Clerk	1	(22)

(26)

Okinawa Bureau

American Staff

Chief, Okinawa Bureau	1	
Chief Editor	1	
Chief Engineer	1	
Engineers	7	
Editors	6	
Chief Monitor	1	
Cruising Monitor	1	
Administrative Assistant	1	
Teletype Supervisor	1	
Clerk	1	(21)

Foreign National & Native Staff

Voice Monitors	26	
Code Monitors	9	
Cruising Monitor	1	
Teletypists	7	
Generator Operators	4	
Technicians	2	
Motor Mechanics	3	
Librarian	1	
Housing Area-Motor Pool Supv.	1	
Chauffeurs	5	
Carpenters-Painters	6	
Custodians	2	
Guards	4	(71)
		(92)

Hokkaido Bureau

American Staff

Chief, Hokkaido Bureau	1	
Editor	1	
Chief Monitor	1	
Engineer	1	(4)

Foreign National & Native Staff

Teletypists	2	
Voice Monitors	5	
Chauffeur	1	(8)
		(12)

Austrian Bureau

American Staff

Chief, Austrian Bureau	1	
Editor	1	(2)

Foreign National & Native Staff

Monitor-Translators	7	
Teletypists	2	(9)

(11)

Saigon Bureau

American Staff

Chief, Saigon Bureau	1	
Editor	1	
Analyst	1	(3)

Foreign National & Native Staff

Editor-Translators	5	
Chauffeur	1	
Clerk	1	(7)

(10)